

# DAILY PLANNER



**ORGANIZING YOUR WORLD**

**DATE:** \_\_\_\_\_

Appointments & Meetings
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM

Urgent Tasks for Today	Started <input type="checkbox"/>	Done <input type="checkbox"/>
1		
2		
3		
4		
5		
6		
7		
8		

Non-Urgent Tasks for Today	Started <input type="checkbox"/>	Done <input type="checkbox"/>
1		
2		
3		
4		
5		

Phone Calls	Done <input type="checkbox"/>	Left VM <input type="checkbox"/>
1		
2		
3		
4		
5		

Errands
1
2
3
4
5

Emails	Done <input type="checkbox"/>
1	
2	
3	
4	
5	

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